PROJECT APPLICATION FORMAT

A. STANDARD INFORMATION

1. Application cover sheet with the following information:

- Disaster declaration number
- Date project application was submitted to the state
- Title of the project
- Name and type of organization requesting assistance
- Name, address, phone, and fax number of the local point of contact

B. OVERALL PROJECT INFORMATION

1. The following formats and statements should be included:

a. An executive summary outlining the most significant aspects of the project

b. Standard Form 424 (enclosed with instructions)

c. Standard Form 424D (Assurances - Construction Programs, enclosed)

C. DETAILED PROJECT DESCRIPTION

1. The hazard mitigation planning process, as recognized by FEMA, has a number of systematic steps oriented to reducing the exposure of communities to natural hazards. When designing a hazard mitigation project, the central theme should be to identify the most economic and viable solution capable of protecting a particular area, community, or structure from the effects of natural hazards.

All of the following questions should be addressed in narrative format. The questions listed are only a guideline of the detail required for the narrative statement.

Specific Project Goals And Objectives

1. Describe the project in detail (include type of construction, land area, linear feet, cubic yards, and any other dimensions that may apply.)

2. Describe what problem(s) will be mitigated by this action (How will the action reduce or eliminate the threat, i.e. level of flood protection, number of structures to be removed.)

3. How many times have similar damages occurred in the last 10 years? (Include all Federal and State declarations and any activity resulting in damage to the project area.)

4. How many times can similar damages be expected to occur in the next 10 years?

5. Approximate number of persons benefiting from this action.

6. What is the current cost of damages caused by the above problem?

7. Approximate cost of the proposed project.

8. Has a Project Worksheet (PW)* ever been prepared for this project?
If so, what is the disaster number and PW number?

9. How will your organization finance the local share of the project cost and when will the local share be available?

10. Priority of proposed project (if more than one).

* Form used by FEMA as the basis of the Public Assistance program. This form is the initial application for Federal funds to reimburse local organizations for damaged facilities.

D. ENVIRONMENTAL CONSIDERATIONS QUESTIONNAIRE

1. The Hazard Mitigation Grant Program projects must comply with appropriate environmental regulations. The first step is to determine if the project is categorically excluded from the need to prepare an environmental document. The types of projects that do not require an environmental assessment are those which will not result in any physical change to the environment. Such projects include:

A. Training Activities
B. Public Education Programs
C. Studies that involve no commitment of resources other than manpower and funding, and
D. Technical Assistance Activities

If it is determined that a project meets the categorical criteria, provide a brief explanation describing why the project will have no impact on the environment. Even if a project is determined to be a Categorical Exclusion, it is still necessary to contact the suggested State and Federal agencies for comments and answer the environmental questionnaire to avoid the inconvenience of having to provide additional information at a later date. If an applicant is not sure of the category

of a potential project, contact the State Hazard Mitigation Officer for a determination.

All other projects should include an environmental analysis to aid in the compliance of environmental requirements. FEMA is ultimately responsible for preparing an environmental document describing the potential environmental impacts of all potential projects. However, FEMA and the state must rely on the applicant to provide a considerable part of this information. The applicant is responsible for meeting all state and local environmental requirements and initiating the application process for environmental permits or approvals. The FEMA Hazard Mitigation Grant Program Manual includes criteria for project design when addressing environmental issues.

In preparation for the environmental analysis, communities must contact several types of agencies or groups with a request for comments on the proposed project. All agencies will be contacted regardless of the type of project and potential environmental impacts. Refer to **Attachment 11** for a list of appropriate agencies to contact.

Description of the Project Area. Provide a description of the project area; include natural and historic resources, cultural or social issues, and any existence of special resources such as wetlands, endangered species, archeological sites, etc. As needed, include project site drawings, architectural profiles, topographic maps (slopes and natural grades), direction of flow, drainage, vegetation, orientation, surrounding buildings and structures, and any associated equipment. Also include as needed, addresses, road intersections, geographic landmarks, and technical and/or legal description of the project.

Criteria for site and land-use planning. Among others, the FEMA Hazard Mitigation Grant Program Manual recommends the following criteria when considering land-use planning. The following questions are only a guide to assist the applicant in writing a narrative statement detailing an analysis of the proposed project. All questions should be answered in the narrative statement.

- How is the proposed project consistent with land use in the area?

- Does the project conflict with local zoning ordinances?

- Will the project result in the relocation of any structures?

- How will the project impact the economic activities of the area?

- How will the project impact any parks or recreation areas?

- How will the project impact any prime or unique farmlands, or farmlands with statewide or local importance?

- Is the project located in a floodplain or floodway?

- How will the project affect any development down stream?

Criteria for Air and Water Quality.

- How will the project affect air quality?

- Will the project require any dredging and/or disposal of any material in any wetlands or waterways? If so, the project may require a US Army Corps of Engineer Section 404 Permit

- Will there be any modification of the stream bed or banks of a waterway?
- How will the project affect any declared wild or scenic river or any river being studied for inclusion as a wild or scenic river?

Natural Resources. (Answer the questions and provide a basic inventory of the flora/fauna in the area.)

- Will the project require the significant removal of any marine, aquatic, or terrestrial vegetation?

- Will the project involve construction in marshland or wetland areas or will the project adversely affect any wetland areas?

- Are there any known rare or endangered species within range of the project area?

- Is the project located inside or near a wildlife refuge or wildlife conservation area?

Archeological and Historic Resources.

- Is the project site located in any area of archeological, cultural, or historical significance?

E. ALTERNATIVES

This is the major section of the environmental analysis. Provide as much background information on the existing conditions as necessary to assist in the

evaluation of the potential impacts. It is important to include information on the potential environmental impacts of the alternatives as well as on the proposed project. The applicant must document that the project has been determined to be the most practical, effective, and environmentally sound alternative after considering a range of options. The applicant must provide a brief description of the environmental impact of an alternative on the project area, even if there appears to be no significant impact. If the impact of an alternative is the same as the chosen alternative, state why it is considered to be the same.

The applicant must examine and evaluate other alternatives before a specific approach is selected. It is important to demonstrate that other alternatives were considered, including the "No Action" alternative, with an explanation as to why these alternatives were determined not to be the best option or the most cost-effective solution.

This ensures that the project has undergone careful consideration through evaluation of a range of alternatives and that the project selected is the most cost-effective. Project proposals are not required to provide a detailed analysis of all alternatives considered, but the proposal should give an indication that other options were considered, and the reasons why they were not selected. As a minimum, the applicant must explore three (3) alternatives plus the "No Action" alternative.

F. COST ESTIMATES

1. When estimating project costs, the following budget breakdown may be used as a guide for construction projects. Other project costs that are not listed must also be addressed. Contingencies, administrative costs, and cost-plus contracts are not eligible line items under this program.

- Comprehensive study costs
- Engineering and design
- Permit fee
- Real estate fees (including title search and legal fees)
- Site acquisition
- Construction Materials
- Labor
- Equipment
- Transportation
- Other Material and supplies
- In-kind contributions

G. NATURAL HAZARDS CONSIDERATIONS

1. Nature of hazards and risk effects. Describe past effects and potential risks associated with the particular hazard the proposed project will address. As needed, include Flood Insurance Rate Maps (mandatory if project is located within an identified flood hazard area), assessments, natural hazards studies, diagrams, charts, and photographs. In order to draw a conclusion on the impacts of a disaster on the project area, the following list may assist you in the development of a narrative statement. Along with the damages that result in the project area, any costs associated with the disaster may be used as damages to be mitigated by the proposed project. Backup documentation will be required when direct and indirect damages are calculated.

- Frequency and intensity of the hazard (based on historical and any other related data)

- Number of people affected by the disaster

- Direct damage to property (buildings, homes, levees, roads, etc.)

- Non-structural damages (equipment, furniture, clothing, etc.)

- Emergency response and recovery programs carried out after the disaster (include response and cleanup costs)

2. Expected benefits. Provide a narrative statement indicating the number of people and the amount of property that will be protected with the proposed project.

H. BENEFIT-COST ANALYSIS

The reasons for preparing a benefit-cost analysis are twofold: the project must be cost effective and the best solution to reduce the risk of future damages. In addition, the project must show:

1. that the problem is repetitive and/or poses a significant risk to life and property;

2. the project will not cost more than the anticipated value of the reduction.

For this purpose, data should be gathered and processed. In addition to a narrative statement, the preparation of tables reflecting the costs of project and funding requirements are suggested.

From data generated from F. and G. prepare the following estimates:

1. **Cost of expected damages.** Consider the life of the project (typically 30 years for drainage, 50 years for elevation, 99 years for acquisition) together with possible annual damages.

2. **Cost benefits** that will accrue if the project is implemented. Analyze how the costs of the project, through its lifetime, compares with the anticipated value of future damage reduction.

*Example****:*
Life of proposed project = 30 years
Frequency of event = once every 5 years
Cost of damages per event = $1,000,000.00
Cost of proposed project = $500,000.00

Expected future damages formula

$$\frac{\text{Life of proposed project (}\mathbf{30}\text{)}}{\text{Frequency of event (}\mathbf{5}\text{)}} \times \text{Cost of damages per event (}\mathbf{\$1,000,000.00}\text{)} = \mathbf{\$6,000,000}$$

Benefit / cost ratio = (Future Damages) / (Cost of Proposed Project)
= ($6,000,000 / $500,000)
= **12 : 1**

***** This example assumes that the proposed $500,000 project will <u>eliminate</u> the threat of possible future damages.**

I. Work Schedule

1. A work schedule should be provided that details, at a minimum, the start date, completion date, and project milestones. If necessary, the applicant should consider separating the activities into phases and/or tasks. This information should be provided in a table or graph format.
For example:

Start Date	(funding date + __ days, weeks)
Site Acquisition	(start date + __ days, weeks)
Begin Construction	(start date + __ days, weeks)
Complete Construction	(start date + __ days, weeks)
Project Close-out	(start date + __ days, weeks)

Quarterly reports are required on all mitigation projects and will be submitted prior to the first day of the fiscal quarter (October, January, April, and July). Attachment 8 is the form for quarterly reporting.

2. The applicant should also provide a schedule indicating the maintenance activities that will be performed by the applicant for the life of the project.